

YOUTH SERVICES POLICY

Title: LAMOD Program and Youth Stage Procedures Next Annual Review Date: 08/15/2012	Type: B. Classification, Sentencing and Service Functions Sub Type: 2. Classification Number: B.2.7
	Page 1 of 7
References: ACA Standards 4-JCF-3A-03, 4-JCF-3B-01 and 4-JCF-3B-07 (Performance-Based Standards for Juvenile Correctional Facilities); YS Policies B.2.1 "Assignment, Reassignment, Release and Discharge of Youth," B.2.2 "Youth Classification System and Treatment Procedures," B.2.3 "Direct Admission", and B.5.1 "Youth Code of Conduct – Secure Care; "Situational Leadership Theory" developed by Hersey and Blanchard; the Office of Juvenile Justice LAMOD Staff and Youth Manuals, Third Edition, September 2010	
STATUS: Approved	
Approved By: Mary L. Livers, Deputy Secretary	Date of Approval: 08/15/2011

I. AUTHORITY:

Deputy Secretary of Youth Services as contained in La. R.S. 36:405. Deviation from this policy must be approved by the Deputy Secretary.

II. PURPOSE:

To implement the LAMOD Program and Youth Stage Procedures as part of the services and programs offered to youth assigned to a Youth Services (YS) secure care facility, in order to assist them in making a positive transition back into the community.

III. APPLICABILITY:

Deputy Secretary, Assistant Secretary, Chief of Operations, Deputy Assistant Secretaries, Facility Directors, Regional Managers, contracted health care providers, and LAMOD Coordinators. The Deputy Assistant Secretaries and Facility Directors are responsible for ensuring compliance with the spirit and intent of the LAMOD Program and Youth Stage Procedures.

IV. DEFINITIONS:

Commitment - The amount of motivation and or confidence the youth has to get the task accomplished.

Competence - Skills and job knowledge that a youth has in any given situation, or for any given task.

CORE Programs - Identified curricula that are used in secure care facilities that addresses interpersonal problems that have been identified based on a youth's history and needs.

Individualized Intervention Plan (IIP) - A plan of action that focuses on meeting a youth's assessed treatment needs. The IIP specifies core issues, goals and objectives, and the methods used to attain them, including the roles of the youth and staff.

Juvenile Justice Specialists (JJS) - Engages and supervises youth in all daily activities to ensure their safety and the safety of others; acts as a role model facilitating appropriate communication by helping youth to develop suitable problem solving and conflict resolution skills through role modeling and group processes.

LAMOD - The catalyst that drives the therapeutic process in Louisiana's secure care facilities.

LAMOD Youth Stages of Development - The four stages that a youth assigned to a secure care facility can advance through while in the custody of OJJ. These stages include: 1) Orientation-Learning and Safety, 2) Emerging-Self Awareness, 3) Adaptation-Applying Skills, and 4) Transformation-Role Model and Leadership.

Mentor - A staff member who is assigned to work with a particular youth. This person offers assistance, provides feedback on the youth's participation in programming, is available to answer the youth's questions, and is a specified support system for the youth.

Stage Reduction - Reduced to a previous stage because of consistent and repeated failure to abide by responsibilities of the stage. A reduction in a youth's LAMOD Stage may only be considered after the youth has been found guilty of a major Code of Conduct Violation or has been accepted into the Winter program.

Supportive Behavior - Two-way communication, listens, provides support and encouragement, and involves youth in decision making.

Team Meeting - A meeting conducted weekly by the staff assigned to the unit to assess the development of the group and the individual youth, to review a youth's progress and readiness to advance in LAMOD, to plan out treatment strategies for the week, and to promote staff development and discuss staff issues.

V. POLICY:

It is the Deputy Secretary's policy that LAMOD shall be the treatment philosophy for which the culture is built, and in which staff provides a learning environment for the youth to grow and develop. Youth shall move through the LAMOD Youth Stages of Development at their own pace; based on the learning of new skills and healthy decision making within the programs and services offered throughout the secure care facilities.

VI. PROCEDURES:

A. Admission Process

1. Youth shall be issued a LAMOD Youth Manual on day two of the Direct Admission process, in accordance with YS Policy B.2.3. At that time, the treatment philosophy and Youth Stages of Development shall be explained orally to all youth during the orientation process. The explanation shall include discussion of the adverse effects major Code of Conduct Violations may have on stage advancement, escorted passes, furlough, and early release consideration. Youth shall sign a statement acknowledging receipt of the LAMOD Youth Manual, and confirming that an introduction to the LAMOD Youth Stages has been provided.
2. An Initial Stage Review Meeting shall be conducted, at which time the youth shall be evaluated and placed on Stage 1: Orientation-Learning and Safety. However, if a youth transfers from another secure care facility for non-disciplinary reasons, the youth shall remain on his/her current LAMOD Stage. This process shall be documented on the LAMOD Stage Data Input Form [see Attachment B.2.7(a)], and entered into JETS at the conclusion of the meeting by the youth's Case Manager.

B. LAMOD Youth Stages

The LAMOD Program is comprised of four (4) Youth Stages of Development corresponding to the amount of competence and commitment each youth exhibits in a given situation. The four (4) stages of LAMOD are:

- 1) Orientation-Learning and Safety;
- 2) Emerging-Self Awareness;
- 3) Adaptation-Applying Skills, and
- 4) Transformation- Role Model and Leadership.

C. LAMOD Stage Review

1. Prior to staff engaging in a formal review of a youth's stage, the youth shall initiate the process by completing a Youth Stage Petition (refer to the LAMOD Staff Manual – Appendix B).
2. All youth assigned to the housing unit shall review the Youth Stage Petition during one of the Group Meetings in the Group Leader/Assistant Group Leader's presence, by voting on whether the youth has met all of the expectations of his/her current LAMOD Stage.
3. If the Group Leader/Assistant Group Leader does not agree with the recommendation by the youth group to advance a youth's Stage, the youth's petition shall not be brought before the staff team.

4. If the youth group votes to deny advancement, and the Group Leader does not agree, he/she can override the youth group decision, and bring the Youth Stage Petition to the next Weekly Team Meeting for consideration.
5. If the Assistant Group Leader was present during the youth Group Meeting, he/she shall make sure the Group Leader agrees with the decision unless he/she is acting in the Group Leader's behalf in the case of an extended leave of absence.
6. If the Group Leader/Assistant Group Leader agrees with or opposes the Youth Stage Petition advancement, he/she shall write the reason on the Petition form, and a copy shall be given to the youth and filed in the youth's hard copy Master Record under Clip II.
7. If it is agreed that the youth has met the expectations of his/her current Stage, the Youth's Stage Petition shall advance to the Group Leader/Assistant Group Leader for review during the next Weekly Team Meeting for consideration by the unit team.
8. If the Group Leader/Assistant Group Leader agrees with a recommended stage advancement by the youth group or overrides a youth group's decision to deny advancement, a Team Meeting Stage Consideration Worksheet (refer to the LAMOD Staff Manual – Appendix B) is brought to the next Weekly Team Meeting and the staff team shall come to an agreement, by majority, as to whether the youth will advance.
9. If there is an even number of staff and there is a tie in the vote, the Group Leader shall make the final decision. If the team votes opposite of the Group Leader's recommendation, he/she may complete the section on the form indicating that he/she wishes to override the team's decision.
10. The Team Meeting Stage Consideration Worksheet shall be completed at the Weekly Team Meeting and reviewed at the next Senior Team Meeting, despite any override recommendation made by the Group Leader / Assistant Group Leader.
11. At the next Senior Team Meeting, the Facility Director shall make the final decision, and his/her decision shall be documented on the Team Meeting Stage Consideration Worksheet, which shall be filed in the youth's Master Record under Clip II.

12. A stage reduction recommendation to the Facility Director shall be considered by the Group Leader/Assistant Group Leader and the unit team in the following circumstances:
 - a. The youth has been found guilty of a major Code of Conduct Violation to include escape, contraband, and the most serious types of assaults or threats of assaults (youth/youth or youth/staff) requiring medical treatment for the victim, or gang/gang like organization/activity.
 - b. The youth is accepted into the Winter Program.
13. A Stage Review Team Meeting shall consist of the following designated staff:
 - a. Group Leader/Assistant Group Leader;
 - b. The youth's Case Manager;
 - c. Contracted health care provider (as applicable SMI/MR youth);
 - d. Education representative;
 - e. Juvenile Justice Specialist (JJS) familiar with the youth; and
 - f. any other team member deemed appropriate.
14. All Stage Review Meetings shall be conducted in accordance with the procedures outlined in the OJJ LAMOD Staff Manual.

D. Basic CORE Programming

Programs identified by staff for youth to be involved in shall be based on the youth's history (bio-psychosocial) and needs as identified on the Individualized Intervention Plan (IIP). These programs include, but are not limited to the following:

- cognitive behavior program;
- anger management;
- victim awareness;
- substance abuse education;
- social skills;
- pre-release preparation;
- parenting;
- healthy masculinity; and
- education.

E. Special Accommodations

Staff must ensure that youth diagnosed with special needs (such as mental illness, developmental or other disabilities) are able to navigate through the Stages of the program to the best of their abilities without being penalized for their disabilities. In addressing a youth with special needs, it is essential to the youth's success in the system that staff actively and specifically establish what might be an acceptable accommodation to help the youth achieve a goal. Treatment staff can accomplish this by identifying specific, individualized goals within each level of the system for youth that need additional assistance. Steps to achieve the goal and/or obtain stage/level completion should be clearly designated and offer the youth opportunities to succeed, provided youth complete the task within their capabilities. Refer to the LAMOD Staff Manual for additional information regarding special accommodations.

VII. CONTINUOUS YOUTH TRAINING:

Group Leaders and JJS staff are responsible for the continuous training of all youth in the unit on the expectations within the LAMOD Youth Manual, ensuring youth understand what is expected of them to advance stages, and the incentives allowed at each stage.

VIII. STAFF DEVELOPMENT:



- A. Documented LAMOD pre-service training shall be provided for all secure care staff. Training shall include all elements of the LAMOD Staff Manual to ensure staff has a working knowledge of LAMOD, including the youth stage advancement processes and incentives allowed per stage as outlined in the Manual.
- B. The Facility Director, Treatment Director, LAMOD Coordinator, and other administrative staff as deemed by the Facility Director, shall provide continuous staff development on the LAMOD Staff and Youth Manuals during Senior Team Meetings or other formal meetings as needed. Documented training shall include the youth stage advancement process, and subsequent youth incentives allowed per stage.
- C. Group Leaders shall provide continuous documented training during Weekly Team Meetings on the LAMOD Staff Manual, with an emphasis on the Youth Stage Advancement Process, and the importance of subsequent youth incentives allowed per stage.



IX. QUALITY ASSURANCE

- A. The Central Office Director of Treatment/designee shall continuously monitor the progress and usage of the LAMOD Youth Stages of Development. Once per quarter, the CO Director of Treatment/designee shall conduct a review of the youth records to ensure Youth Stage Advancements are being considered. A meeting shall occur at the end of the review process with the Facility Director, Facility Treatment Director, and designated facility staff to discuss progress, concerns, and to provide support as needed. A written report of findings shall be completed and forwarded to the Facility, the Deputy Assistant Secretary/Facilities, and the Chief of Operations.
- B. Interviews with Group Leaders, JJS staff assigned to the unit, and the youth, shall be conducted to monitor whether Youth Stage Advancements are being considered as appropriate during the LAMOD Coordinator's weekly monitoring of each housing unit. This information shall be provided to the Facility Director and Group Leaders with recommendations.
- C. Facility Directors shall monitor the LAMOD stage advancement process by reviewing the number of Stage Consideration Work Sheets presented by Group Leaders at the Weekly Senior Team Meeting.
- D. CQIS shall monitor and report out on the Youth Stage Advancements in other processes as deemed necessary, and through reports provided by the CO Director of Treatment/designee.
- E. Ultimately, it is the Facility Director's responsibility to ensure that the established procedures outlined in the LAMOD Staff and Youth Manuals are adhered to at their assigned facility.

Previous Regulation/Policy Number: B.2.7

Previous Effective Date: 7/21/2003

Attachments/References:  B.2.7(a) LAMOD State Data Input Form.docx  B.2.7(b) LAMOD Staff Manual.docx

 B.2.7(c) LAMOD Youth Manual.docx  LAMOD Reward Sample.docx